

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval: \_\_\_\_\_



Item to be presented by: Jeffery J. O'Keefe

DATE: April 28, 2009

SUBJECT: Proposed "Lake & Conservation Commission" Ordinance

DEPARTMENT: Town Managers Office

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**RECOMMENDED ACTION**

1. Review the proposed changes to the "Lake & Conservation Commission" ordinance. The proposed changes are attached.
2. Schedule public hearing for new ordinance (May 12, 2009)

**BACKGROUND**

The Town Manager and Director of Environmental and Community Planning met with both Chairmen of the Lake and Conservation Commissions, as well as with members of both commissions, to develop the newly combined commission ordinance (see attached).

Upon adoption of the new ordinance a "consolidated meeting" of both groups will take place to elect the Chairperson for the new commission and to begin the organizational, sub-committee structures and other operational concerns the members may have in working together.

Both the Town Manager and Director of Environmental and Community Planning will assist with resolving any mutual concerns any members may have.

At the same time that the council adopts the new ordinance forming this new commission the old commissions would, by resolution, be dissolved.

**ALTERNATIVE ACTIONS**

Other direction as determined by Town Council.

**FISCAL IMPACT**

None

EH: Clerks Office

AGENDA ITEM: LoA

Town of  
East Hampton

**LEGAL NOTICE**

At the Regular Meeting of the East Hampton Town Council on Tuesday, \_\_\_\_\_ 2009, the Following Ordinance was Adopted:

**Chapter 20**

**THE CONSERVATION- LAKE POCOTOPAUG COMMISSION**

**HISTORY: Adopted by the Town Council of the Town of East Hampton x-xx-2009.**

**Section 20-1 - Establishment**

In order to promote the development, conservation, and supervision of natural resources, including water resources within the territorial limits of the Town of East Hampton, an East Hampton Conservation-Lake Pocotopaug Commission is hereby established and hereinafter referred to as "The Commission".

**Section 20-2 – Duties**

A.) The Commission shall conduct research into the utilization and possible utilization of land areas of the municipality and may coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary for its purposes.

B.) The Commission shall keep an index of all open areas, publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information on the proper use of such areas, and may, from time to time, recommend to the Planning and Zoning Commission plans and programs for the development and use of such areas, which may include the acquisition of conservation easements.

C.) The Commission shall recommend acquisition of land and easements to the Town Council for purpose of open space or recreational use. The Commission, upon approval of the Town Council and Town Meeting, may receive gifts of land and easements in the name of the Town of East Hampton for purposes not inconsistent with this chapter.

D.) The Commission may receive gifts of money in the name of the Town of East Hampton for any purpose not inconsistent with the purpose of this chapter. Such gifts of money, if not designated for a special purpose by the donor, shall be determined by a vote of the Commission.. Special gifts of money shall be deposited in a special fund of the Town of East Hampton created for this purpose and may be used by the Commission for such special purposes upon approval by the Town Council. The Director of Finance shall keep an accurate record of all funds received and disbursed.

E.) The Commission shall recommend best management practices for land management on Town owned properties.

F.) The Commission shall coordinate information from and among each of the Town agencies with the respect to any aspect of conservation of natural resources, including water resources.

G.) The Commission shall provide a *Lake Pocotopaug and Watershed Management Plan* that protects the environmental aspects of the Lake Pocotopaug ecosystem and watershed area and other possible watershed management areas including but not limited to the Connecticut River, Salmon River, and Pine Brook, improves water quality, and ensures appropriate ongoing maintenance and monitoring.

H.) The Commission shall evaluate and monitor the environmental and biological needs and conditions of Lake Pocotopaug, the Salmon River, the Connecticut River, and other streams and tributaries of same within the Town of East Hampton, and actively investigate grant opportunities. It shall seek input and establish relationships when necessary with State agencies, hired consultants, and town organizations and commissions to create necessary Water Protection programs or actions to abate algae and aquatic weed growth, improve fish populations, and combat existing and potential sources of pollution. It may make recommendations to the Inland Wetlands and Watercourses Agency (IWWA) and other town agencies and commissions with respect to all applications submitted to the Commission in accordance with the terms of this ordinance.

I.) The Commission shall, on a periodic basis, but not less than annually, report to the Town Council the environmental conditions of Lake Pocotopaug and its watershed, the Salmon River, the Connecticut River, and other streams and tributaries of same within the Town of East Hampton any changes in conditions, and recommend steps to remediate or improve such conditions.

J.) The Commission shall work in cooperation with state environmental agencies to conduct water quality management studies, establish educational programs and disseminate information regarding the care, preservation and protection of Lake Pocotopaug, the Salmon River, the Connecticut River, and other streams and tributaries of same within the Town of East Hampton by area residents and the general public.

K.) The Commission shall review all applications submitted to the East Hampton IWWA, Planning and Zoning Commission (P&Z), and Zoning Board of Appeals (ZBA), relating to and/or affecting the Lake Pocotopaug Watershed area, the Salmon River, the Connecticut River, and other streams and tributaries of same within the Town of East Hampton. All applications shall be submitted to the Commission within five business days of receipt by the IWWA, P&Z, and ZBA. Any Commission advisory opinion shall be rendered in sufficient time to enable the IWWA, P&Z, and ZBA, and other town agencies and commissions to review and act upon the application within the time prescribed by state statute when applicable.

### **Section 20-3 – Membership and Appointments**

The Commission shall consist of not more than nine (9) regular members and not more than three (3) alternates all appointed to staggered, overlapping terms by the Town Manager of the municipality, to serve for terms to be designated by the Town Council. All appointments shall be for a term of four years and terms shall expire on June 30 in each year, except that an appointment to fill an unexpired term shall be for the duration of said unexpired term only. Within a period not exceeding 30 days after the first day of July of each year, the members of the Commission shall elect a Chairman and Vice Chairman from their own members. The Town Manager may remove any member for cause and may fill any vacancy. Each of the said commissioners shall serve without compensation and shall be electors of the Town of East Hampton. No more than six (6) regular members may be from any one political party.

The Town Manager shall assign staff support to the Commission, as he shall deem necessary to ascertain the work and operations of the Commission. The assigned staff member will work with the Commission Chairman to develop the agenda for the meetings and will also serve as the conduit to the Town Managers Office, Town Council and other Commissions.

#### **Section 20-4 – Organization & Attendance**

Regular meetings will be held monthly at the East Hampton Town Hall or other appropriate town public building. The officers of the Commission shall consist of a Chairman and a Vice Chairman. The Chairman shall preside at all meetings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairman shall have the authority to appoint committees, call special meetings, and generally perform other duties as may be prescribed by Commission bylaws. The Chairman shall be one of the Commission members and shall have the privilege of discussing all matters before the Commission and of voting thereon. The Vice Chairman shall act for the Chairman in his or her absence and shall have the authority to perform the duties prescribed for that office. He or she shall be a Commission member.

The Commission shall adopt bylaws, regulations, rules, and procedures to carry out the purpose of this Ordinance. The Commission, through its Town Staff designee, may submit a budget request to the Town Manager in accordance with the procedures set forth in the Town Charter.

Members shall notify Town Staff or the presiding Chair of his or her inability to attend regularly scheduled or special meetings. Attendance policy shall be in accordance with set Town policy.

This Ordinance will be in effect 20 days following publication.

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval: \_\_\_\_\_



Item to be presented by: Jeffery J. O'Keefe

DATE: April 28, 2009

SUBJECT: Road Projects

DEPARTMENT: Town Managers Office

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**RECOMMENDED ACTION**

1. Review the proposed prioritization of Road Projects as developed by our public works director. Six road projects totaling \$710,000 have been submitted to the Mid State Planning Agency for consideration. An additional five projects, totaling approximately \$2.8 million, has been submitted to Congress for the Transportation Reauthorization Bill set to begin deliberations in September 2009. One of these projects includes the final development and construction of the airline trail extension spur into the Village Center.

**BACKGROUND**

The Town was recently successful in obtaining \$235,000 in federal stimulus money for the road Pavement Preservation Program. We have 11 roads that are eligible for the Pavement Preservation Program totaling 5.5 miles. We submitted six of these roads for this funding. The six projects we submitted to the Mid State regional planning agency for funding are attached.

An additional five projects, totaling approximately \$2.8 million, has been submitted to Congress through Congressman Courtney's office for the Transportation Reauthorization Bill set to begin deliberations in September 2009. One of these projects includes the final development and construction of the airline trail extension spur into the Village Center. These projects we are asking for consideration in the Transportation Bill are also attached.

If we are successful in securing Federal funds we will be required to commit a 20% match which would be programmed into our annual capital plan for public works and road projects. For the Pavement Preservation Program there is no required match.

**ALTERNATIVE ACTIONS**

Other direction as determined by Town Council.

**FISCAL IMPACT**

None

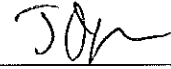
EH: Clerks Office

AGENDA ITEM: \_\_\_\_\_



**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval: \_\_\_\_\_



Item to be presented by: Jeffery J. O'Keefe

DATE: April 28, 2009

SUBJECT: Sears Park Master Plan Workshop

DEPARTMENT: Town Managers Office

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**RECOMMENDED ACTION**

1. Review the proposed Sears Park Master Plan that was presented at a Town Wide Workshop on April 16, 2009

**BACKGROUND**

On April 16, 2009 the consultants hired to develop the conceptual plans for improvements at Sears Park presented the attached.

Two conceptual plans have been presented to date and the consultants are soliciting input to these plans. As you can see one of the plans does include a "skate park" as well as an "amphitheatre" for bands and/or theatre productions.

An additional Town Wide meeting is scheduled for Thursday April 30<sup>th</sup> at 6:00pm to solicit input from the other various boards and commissions.

Once a conceptual plan is finalized and reviewed by the Parks and Recreations Advisory Board and approved by the Town Council, the consultants will then develop a budget to Phase in the improvements.

It is hoped that many of the improvements can be made in time for Sears Park 100 year anniversary in May of 2010.

**ALTERNATIVE ACTIONS**

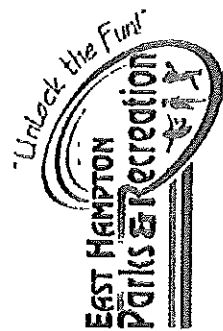
Other direction as determined by Town Council.

**FISCAL IMPACT**

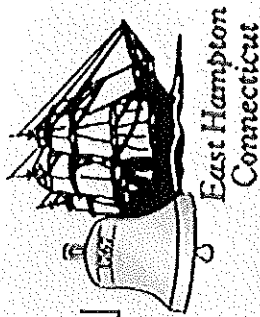
None

EH: Clerks Office

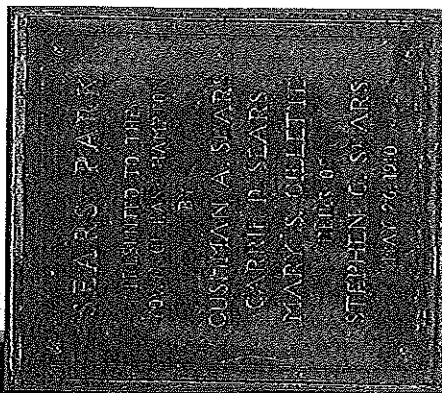
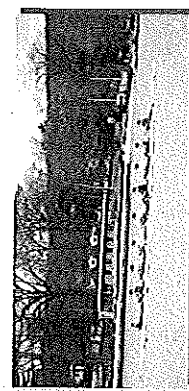
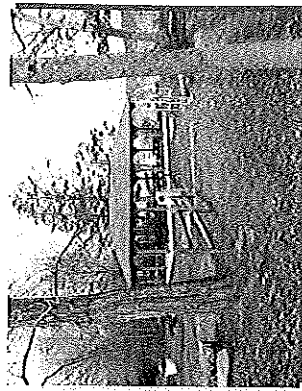
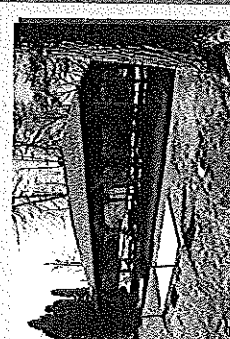
AGENDA ITEM: 6C



CONNECTICUT



EAST HAMPTON



# SEARS PARK MASTER PLAN WORKSHOP

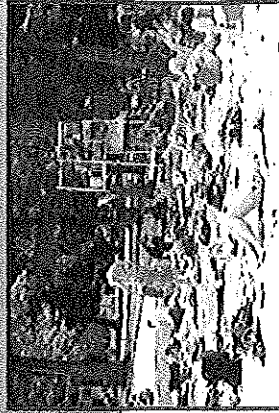
April 16, 2009

**FERRERO HIXON ASSOC**  
Landscape Architects and Planners  
P.O. Box 425 Simsbury, CT  
Phone (860) 658-0456



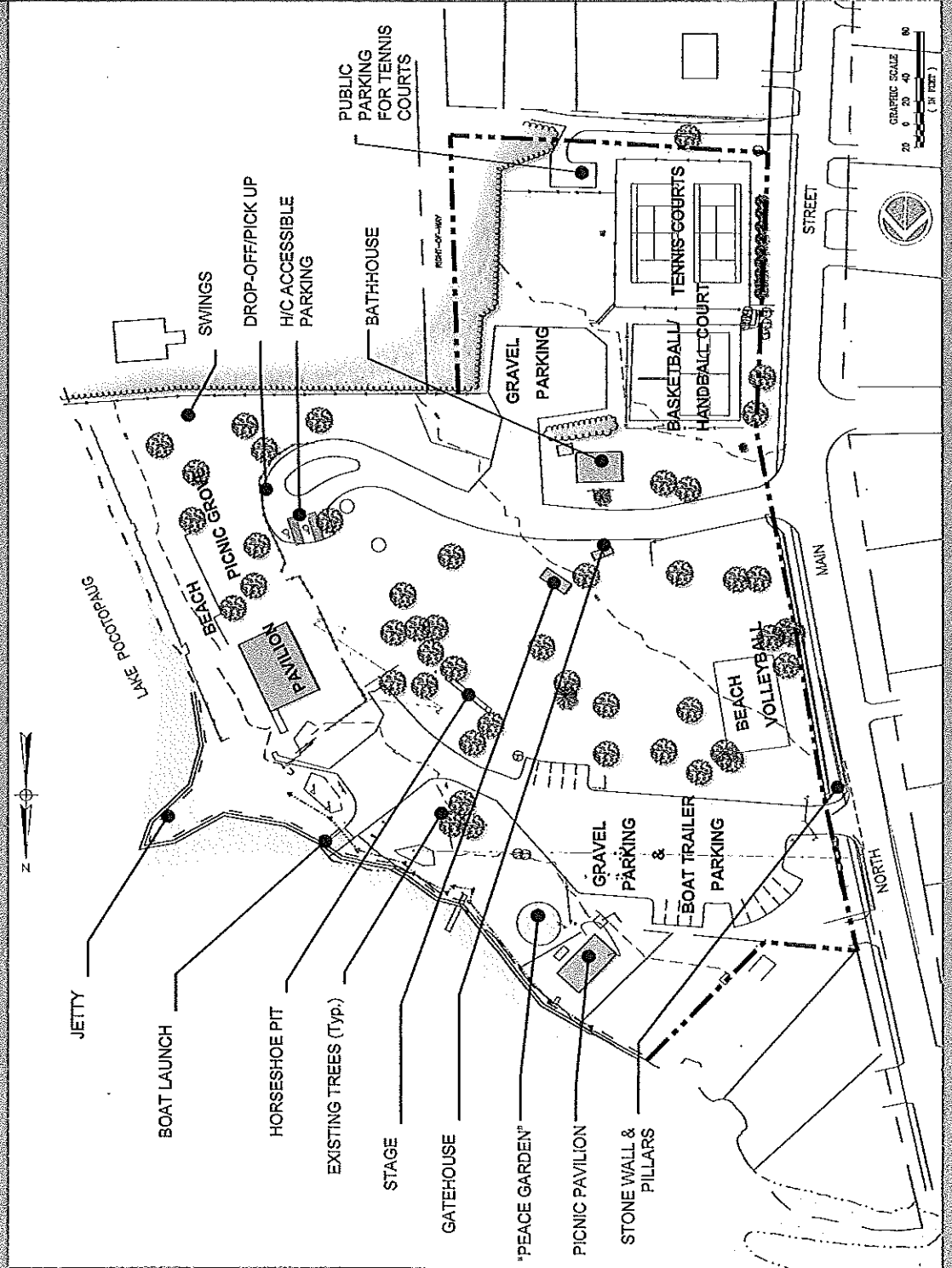
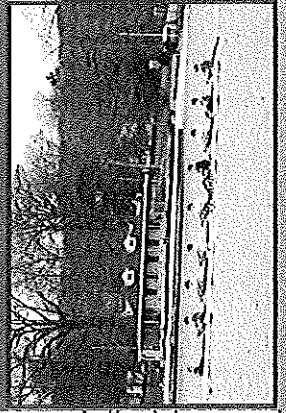
# EXISTING CONDITIONS

SEARS PARK East Hampton, Connecticut



## USES

- Swimming Area/Beach
- Boat Launch
- Court Games
- Basketball
- Tennis
- Volleyball
- Handball
- Movie Night
- Picnicking
- Horseshoes
- Flex Playfield
- Concessions
- Pavilion

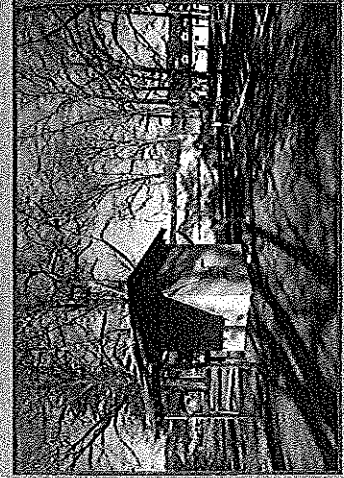
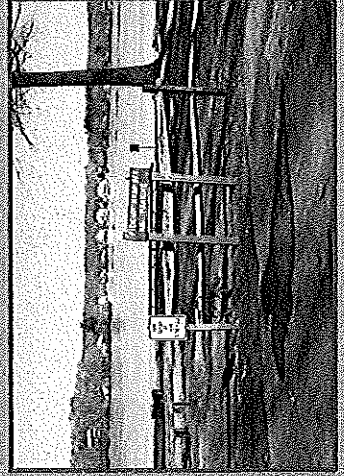
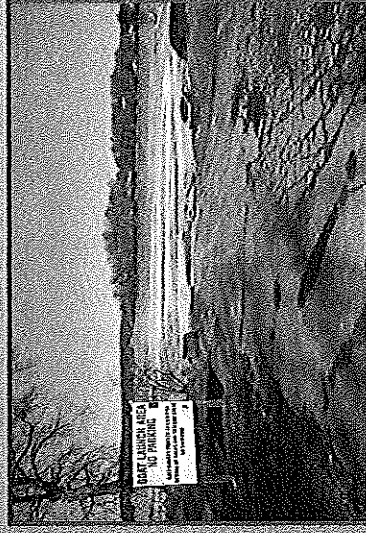
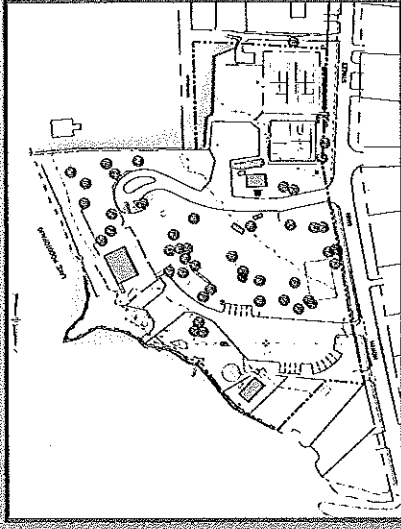




# ISSUES

SEARS PARK East Hampton, Connecticut

- VEHICULAR CIRCULATION AND PARKING
- DROP OFF/PICK UP CONFLICTS
- COORDINATION OF PROGRAM AREAS
- TOWN RESIDENT ENFORCEMENT (multiple access points)
- BOAT LAUNCH
- GEESE
- STORMWATER MANAGEMENT/ EROSION
- UNIVERSAL ACCESSIBILITY
- JETTY
- AGING BATHHOUSE
- LAKE WATER QUALITY
- MAINTENANCE





# **SURVEY RESULTS / PUBLIC PROCESS**

SEARS PARK East Hampton, Connecticut

## PARK USER AGE GROUPS

- 10-14 Years of Age
- 35-65 Years of Age

## HIGHLY USED PARK ELEMENTS

- Beach/ Waterfront Area
- Picnic Shelters
- Boat Launch
- Passive Recreation (Walking/ Relaxing)

## LEAST USED PARK ELEMENTS

- Handball Court
- Volleyball Court
- Tennis Courts
- Basketball Court

## NEED FOR IMPROVEMENT

- Boat Launch & Trailer Parking
- Bathhouse
- Enlarged/ Viewing Area for Band Stand
- Vehicular Circulation
- Defined Parking Area
- Park Entry Enforcement
- Basketball Courts
- Play Equipment
- Beach Cleanliness
- Geese Prevention

## NEW ADDITIONAL ELEMENTS

- Park Benches
- Playground
- Additional Picnic Shelter
- Dock for Boating and Unloading
- Enlarged Green Space
- Lake Front Plantings
- Walking Paths
- Bike Racks
- Skateboard Plaza



## OBJECTIVES

SEARS PARK East Hampton, Connecticut

- MAXIMIZE WATERFRONT OPPORTUNITIES
- ORGANIZE/ GROUP USES AND ELEMENTS
- INCREASE PARKING
- IMPROVE VEHICULAR CIRCULATION
- STRONGER ENFORCEMENT/ CONTROL
- PROVIDE EDUCATIONAL ELEMENTS  
(ENVIRONMENTAL/HISTORY)
- MITIGATE STORM WATER RUNOFF

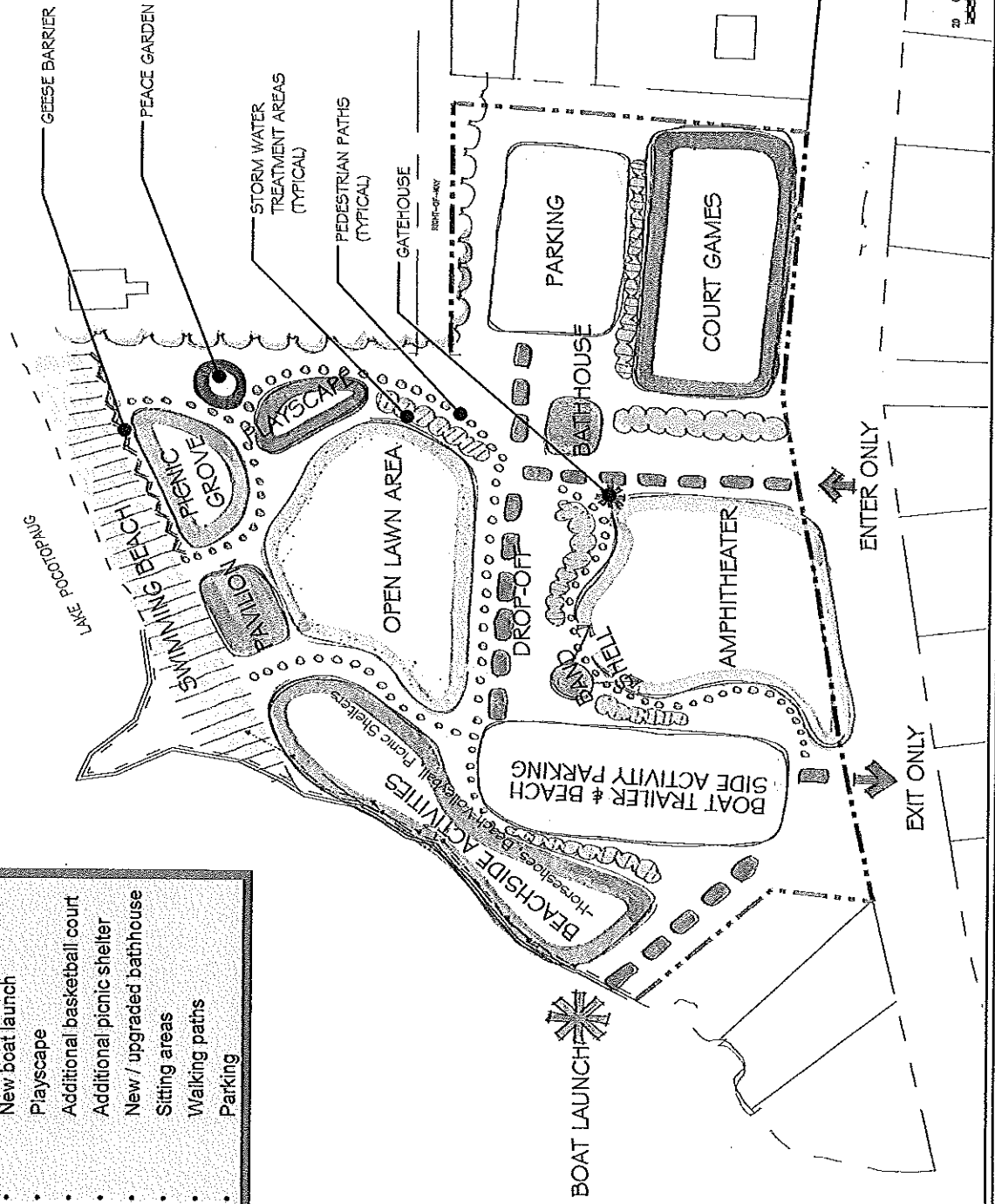
# CONCEPTUAL LAYOUT

"Option A"

SEARS PARK East Hampton, Connecticut

## NEW/UPGRADED ELEMENTS

- Foot spray
- New boat launch
- Playscape
- Additional basketball court
- Additional picnic shelter
- New / upgraded bathhouse
- Sitting areas
- Walking paths
- Parking





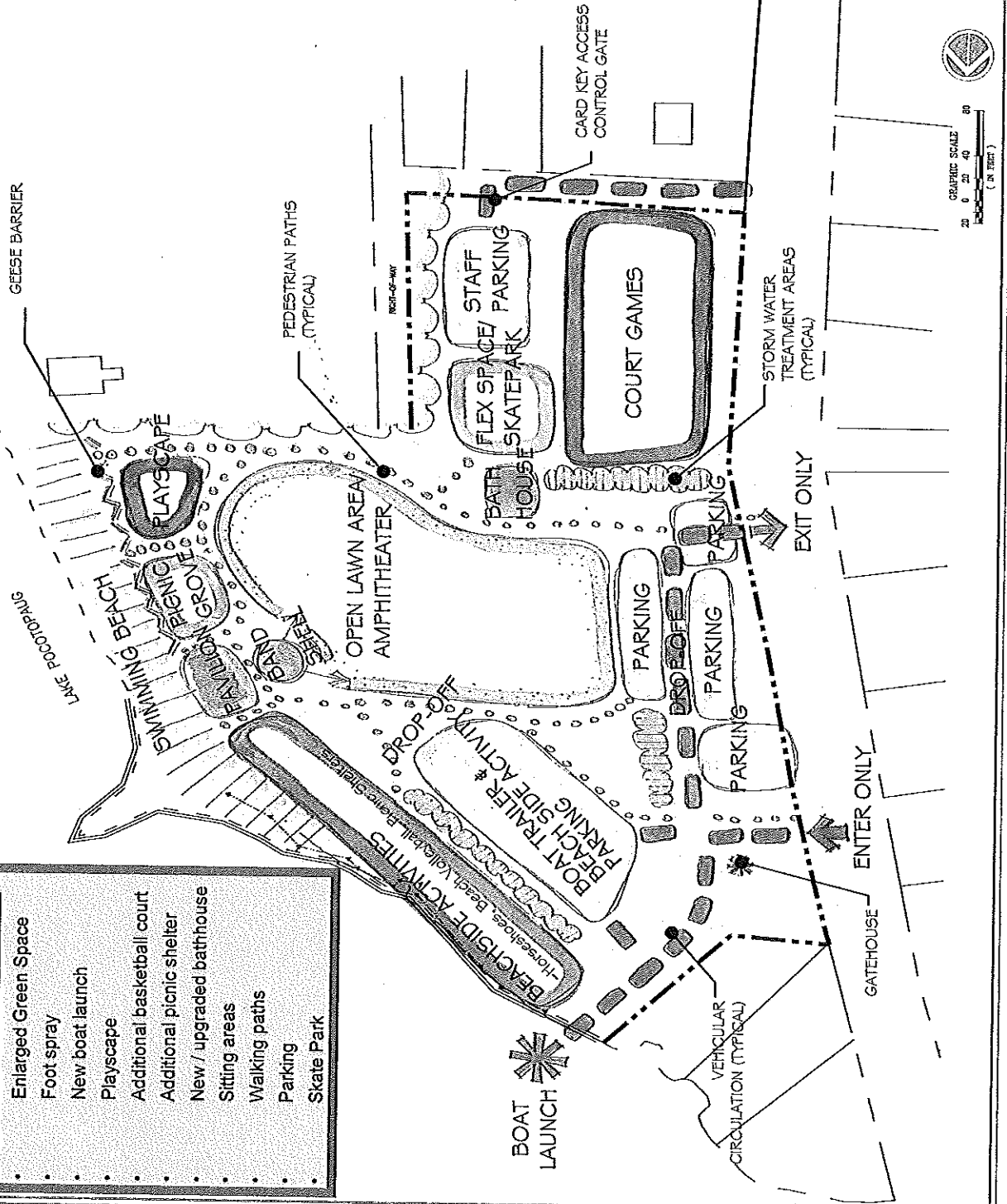
# CONCEPTUAL LAYOUT

"Option B"

SEARS PARK East Hampton, Connecticut

## NEW/UPGRADED ELEMENTS

- Enlarged Green Space
- Foot spray
- New boat launch
- Playscape
- Additional basketball court
- Additional picnic shelter
- New / upgraded bathroom
- Sitting areas
- Walking paths
- Parking
- Skate Park



**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval: \_\_\_\_\_



Item to be presented by: Jeffery J. O'Keefe

DATE: April 28, 2009

SUBJECT: Farmers Market Promotion Program

DEPARTMENT: Town Managers Office

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**RECOMMENDED ACTION**

1. Adopt a resolution authorizing the Town Manager to work with the Economic Development Commission and Connected to Connecticut to submit a USDA Grant Application for the "Farmers Market Promotion Program."

**BACKGROUND**

Working with the Economic Development Commission and the Towns consultant, Connected to Connecticut, the Town Managers office will be submitting a grant application to assist with the development and promotion of "Farmers Markets" within the Village Center.

Opportunities for grant funds to pay for these promotional and development program activities range from \$2,500.00 to \$100,000. A total of \$5 million is available for these promotions nation wide.

The application deadline is April 27<sup>th</sup>, 2009 and Connected to Connecticut is working with the EDC and the Town Managers office to meet this deadline.

**ALTERNATIVE ACTIONS**

Other direction as determined by Town Council.

**FISCAL IMPACT**

None

EH: Clerks Office

AGENDA ITEM: 11A

**Nancy Hasselman, CCMC  
Collector of Revenue  
Town of East Hampton**

April 28, 2009

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$107.79.

Thank you for your assistance.

*Nancy Hasselman, CCMC*

Nancy Hasselman, CCMC  
Collector of Revenue

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**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval:     JM    

Item to be presented by: James Carey

DATE: April 28, 2009

SUBJECT: Planning, Zoning & Building Dept. Tracking software

DEPARTMENT: Planning/Zoning/Building

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**RECOMMENDED ACTION**

Award contract to BAS (Business Automation Services, Inc.), in an amount not to exceed \$31,595, for the purchase, installation and implementation of automated building permitting software.

**BACKGROUND**

The Planning, Zoning & Building Department has been evaluating computerized permit management software for approx. 4 years. Budget constraints and staff shortages have delayed deployment of such software until now.

Three companies were evaluated, BAS (Business Automation Services, Inc.), Innoprise Software, and BMS (Business Management Systems Inc.). BAS and Innoprise provided live demonstrations of their products for staff in September/October 2007. In November we received proposals from BAS (\$31,595) and Innoprise (\$39,000).

In keeping with compliance with our purchasing ordinance we sought competitive bids. The request for bidders was advertised in the Rivereast newspaper with a closing date of 2/27/09. BAS, Innoprise, and BMS, were specifically notified and were asked to bid. The only company who responded to the invitation was BAS. Their bid remained exactly the same as the November proposal (\$31,595).

Since receiving their bid they have agreed to a \$15,797.50 down payment (50%). The balance will be due after the system is fully operational, allowing us to spread the cost over two fiscal years.

It was imperative that the software system be fully compatible with the assessor's data and that it would integrate seamlessly with the GIS system, now in place. BAS complies with both requirements and has all functions needed by the PZ&B Dept., as well as other departments in need of such data (Finance, Town Manager, assessor, etc.)

AGENDA ITEM:     14A

## OVERVIEW/FEATURES

The Integrated Property System is an innovative software suite that can consolidate property data from every department within a municipality into a centralized database system that allows for quick and easy access to all authorized users. The result is a related set of applications, where each module can work independently or together as part of an integrated system. The IPS software is 1203 compliant and produces the NYS annual report.

**BUILDING PERMITS:** Processes applications, calculates fees, prints permits & reports, tracks inspections, etc.

**COMPLAINTS/CODE ENFORCEMENT:** Tracks complaints/action, field inspections, produces violation letters, etc.

**PLANNING/ZONING:** Maintains application status, approvals, calculates fees, produces letters etc.

**PERIODIC INSPECTIONS:** Includes fire inspections & other regularly scheduled inspections such as elevator etc.

**RPSV4/GIS LINKS:** Integration with local base maps, federal and /or state databases & assessment records.

**PARCEL HISTORY:** On-line ability to review all prior activities related to a parcel.

**FIELD INSPECTIONS:** Use laptops, tablet pcs, etc. to schedule & record inspections on-site.

**DOCUMENT IMAGING:** Attach electronic file to inspections, permits, violations (Laser fiche Integration options)

## ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

## FISCAL IMPACT

Fiscal impact to the Town is \$15,797.50 (2008-2009) \$15,797.50 (2009-2010). Ongoing maintenance, \$2,775 per year will be budgeted in Department operating budgets going forward.

cc. EH: Clerks Office

**AGENDA ITEM:** \_\_\_\_\_